



INSTITUTE FOR MEDICAID INNOVATION

Title: Graphic Designer & Media Specialist

Position Information: Full Time 3-year Grant Funded Position

Salary: \$45,000 to \$55,000

Travel: Up to 5% of time traveling to locations throughout the U.S.

Location: Washington, D.C.

The Graphic Designer & Media Specialist will work on a large, 3-year grant funded project focused on Medicaid and managed care specific to health disparities and social inequalities, quality reporting and measurement, healthcare reform, dissemination and implementation, and evidence-based practices. The project is aligned with the Institute's focus on Medicaid health services research and priority topics of value-based purchasing, high risk care coordination, pharmacy, LTSS, social determinants of health, women's, children's, and behavioral health.

DUTIES & RESPONSIBILITIES

The Graphic Designer & Media Specialist will support the mission, vision, and priorities of the Institute through the following duties and responsibilities:

- a) Design survey tools, reports, issue briefs, fact sheets, infographics, power point slides, and social media cards aligned with IMI's style guide; meeting all IMI internal and funder deadlines.
- b) Develop content and maintain the IMI newsletter, website, and social media accounts; ensuring that all platforms are accurate and current.
- c) Coordinate press announcements and communications with the public relations specialist.
- d) Participate in weekly IMI team and project specific meetings and monthly communications meetings.
- e) Coordinate IMI efforts with the public relations specialist as needed.
- f) Maintain an editorial calendar; working with IMI team members to meet deadlines.
- g) Support collaboration among team members, both internal and external to the Institute; and
- h) Participate in activities that support ongoing learning to enhance skills and experiences.

QUALIFICATIONS:

To be eligible for this position, applicants must have a bachelor's degree with at least 3-5 years experience working in a non-profit research/policy organization or academic institution.

TECHNICAL SKILLS/ EXPERTISE:

- Proficiency in Adobe Creative Cloud: InDesign, Illustrator, Photoshop, and Acrobat.
- Proficiency in basic web knowledge (WordPress, HTML, CSS) * UI/UX design a Plus.
- Detail oriented, well organized, able to handle multiple projects at any given time and comfortable working in a fast-paced environment.
- Experience collaborating with cross-functional teams.
- Demonstrated time management skills, including the ability to lead small and medium sized



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graphic design and media tasks and work on teams under the leadership of senior staff.

- Experience working in a grant or contract-funded environment.
- Excellent interpersonal, verbal and written communication skills with experience and success translating research findings into creative designs that are easy for multiple stakeholders to understand.
- Flexibility and ability to consistently meet deadlines.
- Ability to work independently as well as part of a team, including working remotely in a telework environment.

PERSONAL QUALITIES/ ATTRIBUTES:

- Commitment and passion in improving access to high quality, patient-centered, evidence-based care for Medicaid beneficiaries to reduce disparities and social inequalities.
- Ability to problem solve independently.
- Flexibility in managing multiple and competing demands simultaneously.
- Ability to work in a fast-paced environment.
- Strong organization skills.
- Ability to interact in a tactful and courteous manner.
- Ability to effectively work with staff that telework.
- Ability to hold absolute confidentiality and discretion regarding privileged information.
- Sense of humor and positive attitude is critical.

APPLICATION PROCEDURES

To apply, e-mail a cover letter, resume, and three graphic examples to Dr. Jennifer Moore at JMoore@MedicaidInnovation.org. Please use the subject line "Graphic Designer & Media Specialist Position."

DEADLINE

Application materials are accepted until the position is filled.

The Institute for Medicaid Innovation is a 501(c)3 entity dedicated to generating and disseminating evidence that demonstrates the impact of Medicaid managed care on access to quality care for vulnerable populations in the U.S. The Institute moves beyond the current healthcare delivery system focused on the measurement of quality outcomes by understanding how core community services address social issues and inequalities that builds a culture of health to improve care and outcomes. We provide innovative solutions that address important clinical, research, and policy issues in Medicaid through multi-stakeholder engagement, research, data analysis, education, quality improvement initiatives, and dissemination/implementation activities. The Institute has taken on the ambitious agenda to identify what works well in Medicaid and to also identify areas that need improvement. Through the work of the Institute, it is our goal to inform and enhance the Medicaid program.